



MEMORANDUM

City of Watertown Planning Office

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Watertown, New York 13601

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TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Waiver of Site Plan Approval – 1190 Arsenal Street

DATE: March 31, 2010

Request: Waiver of Site Plan Approval for the construction of building additions totaling 1,621 square foot at 1190 Arsenal Street, Parcel Number 8-50-101.001.

Applicant: Richard E. Alexander, Jr.

Proposed Use: Hotel Lobby.

Property Owner: Richard E. Alexander, Jr.

Submitted:

Property Survey: N/A	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: No

SEQRA: Type II Action	County Planning Board Review Required: No
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Zoning Information:

District: Commercial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: No

Project Overview: The applicant is seeking approval for the construction of an 800 square foot addition to The Inn at 81 hotel located at 1190 Arsenal Street. This addition is a portion of a larger project at the site that will involve upgrades to all of the rooms in the front wing of the existing hotel. The proposed addition will be used for an expanded lobby area.

The plan submitted by the applicant, Drawing AC1.0, does not clearly depict the location of the proposed addition. We have reviewed the building plans submitted to Code Enforcement and have attached a copy of Drawing D1.0 that depicts the location of the addition. We also added a few notes to the plan to clarify the location and size of the addition a little further.

Sheet D1.0 shows the existing and proposed foot print for the lobby area. Based on this plan, it appears that the actual increase in the foot print is closer to 1,000 square feet instead of 800 square feet as listed in the application. In addition to the lobby addition, the building plans show a drop off canopy to be constructed on the east side of the building. The canopy totals 621 square feet and has to be included in the approval. Therefore the total footprint increase that has to be considered is 1,621 square feet.

Parking: The building plans indicate that when the renovation is complete, the front wing of the hotel will have 46 rooms. The plans also show that the rear wing has 48 existing rooms for a total of 94 rooms. The Zoning Ordinance requires 1 space per room plus an additional 10% which means that 104 parking spaces are required. The proposed site plan shows 96 parking spaces which does not meet the requirement. Upon review of old site plans and aerial photos for this site, as well as a visit to the site, it appears that there are also modifications proposed to the entrance drive and parking layout. The width of the entrance drive will be narrowed and a retaining wall will be constructed in front of the building. In the area of the proposed drop off canopy, the pavement and curb line will change and approximately 10 parking spaces will be eliminated. With the existing 10 spaces, the site meets the parking requirement but eliminating them makes the site not in compliance with the Zoning Ordinance and the Planning Board cannot approve the plan as proposed.

Staff has met with the applicant regarding this issue and the applicant is proposing to stripe additional parking spaces along the building in between the two wings, along the curved curb near the rear wing and/or will consider restoring the spaces located across from the drop off canopy. A revised plan will be presented by the applicant at the meeting which illustrates the solution to this issue.

Grading, Drainage and Utilities: No major grading, drainage or utility work has been shown on the proposed plans or indicated in the application. If there are existing catch basins or any drainage improvements being constructed as part of the project (i.e. roof drains, footer drains, or catch basins) the applicant should depict those improvements on the proposed plans.

Lighting: No lighting is shown on the proposed plans.

Landscaping: No landscaping is shown on the proposed plans.

Other Comments: The planning board may waive site plan approval if it determines that this proposal meets the criteria for a waiver listed in Section 310-55 of the Zoning Ordinance. In the case of a waiver, the submissions listed in Section 310-56 are not required.

Since the proposed construction and expansion of the facility involves less than 4,000 square feet of gross floor area and the action does not involve a change in zoning or a use variance and is consistent with local land use controls, the project is considered a Type II Action as defined by SEQR. Type II Actions do not require SEQR review and the Short Environmental Assessment Form does not need to be completed by the Planning Board for this project.

Any proposed signage for the project will be handled as a separate matter through the Bureau of Code Enforcement.

Summary: The following are key issues that should be addressed:

1. The actual increase in the size of the building footprint is 1,621 square feet rather than 800 square feet as indicated in the application.
2. The plans show the elimination of 10 parking spaces which brings the site out of compliance with the parking requirement.
3. If there are any drainage improvements being constructed as part of the project (i.e. roof drains, footer drains, or catch basins) the applicant should depict those improvements on the proposed plans.

cc: Planning Board Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Shawn R. McWayne, Code Enforcement Supervisor
Richard E. Alexander, Jr.